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**AGENCY CONTACT MEMORANDUM**

To: Agency [Contacts](#)

From: Commissioner Phil Baughn  
Deputy Commissioner Robin Morley  
Deputy Commissioner Jim Barnhart

Date: January 26, 2010

Subject: Storage of Confidential Information on Portable Devices and Media

To further protect the confidentiality and integrity of state government data, [the](#) Commonwealth Office of Technology - in conjunction with members of Commonwealth Technology Council - announced today a new encryption requirement for portable computing and storage devices containing confidential information.

Effective immediately, all portable devices containing confidential data used by state employees and contractors engaged with agencies within the executive branch of state government must be encrypted. Portable devices covered by this policy include but are not limited to laptops, mobile telephones, USB thumb drives, and portable hard drives.

COT began working months ago with Commonwealth Technology Council members to draft a policy addressing the need to protect confidential data on mobile devices. Agencies should now be moving forward with this plan.

To learn more about CIO-083, [follow this link](#) to read the full policy.